

Project Read Volunteer Literacy Tutor

Position Description

Position:	Tutor an adult learner in English reading, pronunciation, and American culture
Supervisor:	Penny Johnson, Project Read Coordinator. Email: pennyjohnson@cityofpleasantonca.gov
Responsibilities:	Tutor a learner for one hour, once a week, at a minimum: Additional weekly sessions are at your discretion. Prepare teaching materials appropriate to the learner's ability and goals Maintain a positive, learner-centered environment Attend initial training and tutor enrichment workshops Discuss problems/concerns with the coordinator Submit monthly reports of tutoring hours Complete required twice-yearly records of the learner's goals and progress
Qualifications:	Good written and oral English skills Good interpersonal skills, maturity and discretion Caring, non-judgmental attitude, patience and humor! Ability to work independently Interest in, and respect for foreign cultures Willingness to learn and explore along with your student
Time Required:	1-2 hours of tutoring per week at minimum, plus travel time 1 hour planning and preparation (estimate) 1 semester commitment
Training:	3 hours introductory training overview In-service/ enrichment training
Evaluation:	Your student, with the coordinator, will evaluate your skills
Benefits:	Helping an individual improve his or her literacy skills Helping new residents understand and participate in our community Working as part of a team Enhancing your resume with ESL teaching skills Letter of recommendation at successful completion of semester
Termination:	You can terminate your tutoring at any time for any reason You may be dismissed for unreliability, inappropriate behavior or language, or negative evaluations by student and coordinator.